United Nations ST/IC/2013/11

Secretariat

4 April 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York.

2. The CPI for the month of February 2013 reflects a 2.38 per cent movement over the February 2012 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upward by 2.14 per cent, effective 1 March 2013.

3. The amounts of dependency allowances remain unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 March 2013, to $2,268 and $1,134 net per annum, respectively.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of April 2013 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2012/10 dated 4 April 2012, will be in effect until further notice.

13-28269 (E) 100413

Please recycle

Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		STEPS										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	73 130	76 196	79 261	82 326	85 391	88 457	91 522	94 587	97 652	100 717	103 783*
	(Gross pension)	70 209	73 064	75 922	78 778	81 633	84 491	87 347	90 205	93 061	95 918	98 774*
	(Total net)	55 460	57 575	59 690	61 805	63 920	66 035	68 150	70 265	72 380	74 495	76 610*
	(Net pension)	55 460	57 575	59 690	61 805	63 920	66 035	68 150	70 265	72 380	74 495	76 610*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	65 519	68 286	71 052	73 819	76 586	79 352	82 119	84 886	87 652	90 419	93 186*
	(Gross pension)	63 385	65 863	68 342	70 843	73 421	75 999	78 577	81 156	83 734	86 313	88 891*
	(Total net)	50 208	52 117	54 026	55 935	57 844	59 753	61 662	63 571	65 480	67 389	69 298*
	(Net pension)	50 208	52 117	54 026	55 935	57 844	59 753	61 662	63 571	65 480	67 389	69 298*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	58 686	61 093	63 594	66 096	68 597	71 099	73 600	76 101	78 603	81 104	83 606*
	(Gross pension)	57 171	59 413	61 655	63 897	66 140	68 382	70 639	72 973	75 306	77 640	79 973*
	(Total net)	45 428	47 154	48 880	50 606	52 332	54 058	55 784	57 510	59 236	60 962	62 688*
	(Net pension)	45 428	47 154	48 880	50 606	52 332	54 058	55 784	57 510	59 236	60 962	62 688*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	52 864	54 976	57 088	59 200	61 407	63 672	65 938	68 203	70 468	72 733	74 999*
	(Gross pension)	51 580	53 610	55 639	57 668	59 697	61 726	63 755	65 784	67 815	69 843	71 938*
	(Total net)	41 119	42 682	44 245	45 808	47 371	48 934	50 497	52 060	53 623	55 186	56 749*
	(Net pension)	41 119	42 682	44 245	45 808	47 371	48 934	50 497	52 060	53 623	55 186	56 749*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	47 558	49 474	51 391	53 307	55 223	57 139	59 055	61 042	63 097	65 152	67 207*
	(Gross pension)	46 483	48 322	50 163	52 004	53 844	55 685	57 524	59 365	61 205	63 046	64 885*
	(Total net)	37 193	38 611	40 029	41 447	42 865	44 283	45 701	47 119	48 537	49 955	51 373*
	(Net pension)	37 193	38 611	40 029	41 447	42 865	44 283	45 701	47 119	48 537	49 955	51 373*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	42 804	44 536	46 269	48 001	49 734	51 466	53 199	54 931	56 664	58 396*	
	(Gross pension)	41 902	43 570	45 236	46 903	48 569	50 236	51 902	53 568	55 235	56 900*	
	(Total net)	33 675	34 957	36 239	37 521	38 803	40 085	41 367	42 649	43 931	45 213*	
	(Net pension)	33 675	34 957	36 239	37 521	38 803	40 085	41 367	42 649	43 931	45 213*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	38 538	40 046	41 614	43 181	44 749	46 316	47 884	49 451	51 019*		
	(Gross pension)	37 754	39 261	40 767	42 273	43 779	45 286	46 792	48 299	49 804*		
	(Total net)	30 474	31 634	32 794	33 954	35 114	36 274	37 434	38 594	39 754*		
	(Net pension)	30 474	31 634	32 794	33 954	35 114	36 274	37 434	38 594	39 754*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*[a]
Language Teacher	(Gross)	79 475	82 283	85 090	87 897	90 704	93 512	96 319	99 126	101 933	104 741	107 548	110 355
	(Gross pension)	76 106	78 725	81 345	83 964	86 583	89 203	91 822	94 442	97 061	99 680	102 300	104 919
	(Total net)	59 838	61 775	63 712	65 649	67 586	69 523	71 460	73 397	75 334	77 271	79 208	81 145
	(Net pension)	59 838	61 775	63 712	65 649	67 586	69 523	71 460	73 397	75 334	77 271	79 208	81 145
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	64 041	67 403	70 765	74 128	77 490
	(Gross pension)	62 055	65 069	68 081	71 129	74 263
	(Total net)	49 188	51 508	53 828	56 148	58 468
	(Net pension)	49 188	51 508	53 828	56 148	58 468
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	56 189	58 607	61 099	63 691	66 284
	(Gross pension)	54 771	57 096	59 419	61 742	64 067
	(Total net)	43 580	45 369	47 158	48 947	50 736
	(Net pension)	43 580	45 369	47 158	48 947	50 736
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	51 572	53 780			
	(Gross pension)	50 334	52 457			
	(Total net)	40 163	41 797			
	(Net pension)	40 163	41 797			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	96 980	100 730	104 481	108 232	111 983	115 733	119 484	123 235	126 986*				
	(Gross pension)	92 424	95 924	99 424	102 923	106 499	110 253	114 007	117 759	121 513*				
	(Total net)	71 916	74 504	77 092	79 680	82 268	84 856	87 444	90 032	92 620*				
	(Net pension)	71 916	74 504	77 092	79 680	82 268	84 856	87 444	90 032	92 620*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	89 854	93 348	96 842	100 336	103 830	107 325	110 819	114 313	117 807*				
	(Gross pension)	85 796	89 053	92 310	95 568	98 826	102 084	105 341	108 833	112 327*				
	(Total net)	66 999	69 410	71 821	74 232	76 643	79 054	81 465	83 876	86 287*				
	(Net pension)	66 999	69 410	71 821	74 232	76 643	79 054	81 465	83 876	86 287*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	82 690	85 938	89 186	92 433	95 681	98 929	102 177	105 425	108 672*				
	(Gross pension)	79 116	82 143	85 171	88 200	91 227	94 256	97 284	100 312	103 340*				
	(Total net)	62 056	64 297	66 538	68 779	71 020	73 261	75 502	77 743	79 984*				
	(Net pension)	62 056	64 297	66 538	68 779	71 020	73 261	75 502	77 743	79 984*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	75 430	78 407	81 384	84 361	87 338	90 314	93 291	96 268	99 245*				
	(Gross pension)	72 339	75 116	77 892	80 669	83 445	86 223	88 999	91 775	94 552*				
	(Total net)	57 047	59 101	61 155	63 209	65 263	67 317	69 371	71 425	73 479*				
	(Net pension)	57 047	59 101	61 155	63 209	65 263	67 317	69 371	71 425	73 479*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	70 396	72 732	75 068	77 404	79 741	82 077	84 413	86 749	89 086	91 422	93 758*		
	(Gross pension)	67 746	69 841	72 004	74 183	76 362	78 542	80 720	82 900	85 079	87 258	89 437*		
	(Total net)	53 573	55 185	56 797	58 409	60 021	61 633	63 245	64 857	66 469	68 081	69 693*		
	(Net pension)	53 573	55 185	56 797	58 409	60 021	61 633	63 245	64 857	66 469	68 081	69 693*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	63 104	65 216	67 328	69 439	71 551	73 662	75 774	77 886	79 997	82 109	84 220	86 332	88 443*
	(Gross pension)	61 220	63 111	65 004	66 896	68 787	70 696	72 664	74 634	76 602	78 570	80 538	82 507	84 474*
	(Total net)	48 542	49 999	51 456	52 913	54 370	55 827	57 284	58 741	60 198	61 655	63 112	64 569	66 026*
	(Net pension)	48 542	49 999	51 456	52 913	54 370	55 827	57 284	58 741	60 198	61 655	63 112	64 569	66 026*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	56 097	57 862											
	(Gross pension)	54 680	56 377											
	(Total net)	43 512	44 818											
	(Net pension)	43 512	44 818											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	89 614	92 714	95 814	98 914	102 014	105 114	108 214
	(Gross pension)	85 573	88 462	91 352	94 242	97 132	100 021	102 911
	(Total net)	66 834	68 973	71 112	73 251	75 390	77 529	79 668
	(Net pension)	66 834	68 973	71 112	73 251	75 390	77 529	79 668
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	84 026	86 948	89 870	92 791	95 713	98 635	101 557
	(Gross pension)	80 359	83 083	85 808	88 533	91 258	93 982	96 707
	(Total net)	62 978	64 994	67 010	69 026	71 042	73 058	75 074
	(Net pension)	62 978	64 994	67 010	69 026	71 042	73 058	75 074
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	78 436	81 180	83 923	86 667	89 410	92 154	94 897
	(Gross pension)	75 148	77 705	80 263	82 822	85 379	87 937	90 496
	(Total net)	59 121	61 014	62 907	64 800	66 693	68 586	70 479
	(Net pension)	59 121	61 014	62 907	64 800	66 693	68 586	70 479
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	72 870	75 430	77 991	80 552	83 113	85 674	88 235
	(Gross pension)	69 964	72 342	74 732	77 122	79 512	81 901	84 291
	(Total net)	55 280	57 047	58 814	60 581	62 348	64 115	65 882
	(Net pension)	55 280	57 047	58 814	60 581	62 348	64 115	65 882
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	67 293	69 677	72 061	74 445	76 829	79 213	81 597
	(Gross pension)	64 972	67 108	69 244	71 427	73 650	75 873	78 097
	(Total net)	51 432	53 077	54 722	56 367	58 012	59 657	61 302
	(Net pension)	51 432	53 077	54 722	56 367	58 012	59 657	61 302
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	61 709	63 920	66 132	68 343	70 555	72 767	74 978
	(Gross pension)	59 965	61 947	63 930	65 912	67 893	69 876	71 924
	(Total net)	47 779	49 105	50 631	52 157	53 683	55 209	56 735
	(Net pension)	47 779	49 105	50 631	52 157	53 683	55 209	56 735
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	56 414	58 303	60 206	62 232	64 258	66 284	68 310
	(Gross pension)	54 986	56 802	58 619	60 435	62 251	64 067	65 883
	(Total net)	43 746	45 144	46 542	47 940	49 338	50 736	52 134
	(Net pension)	43 746	45 144	46 542	47 940	49 338	50 736	52 134
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	51 181	52 905	54 630	56 354	58 078	59 803	61 638
	(Gross pension)	49 959	51 617	53 274	54 932	56 590	58 246	59 904
	(Total net)	39 874	41 150	42 426	43 702	44 978	46 254	47 530
	(Net pension)	39 874	41 150	42 426	43 702	44 978	46 254	47 530
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

2013 spring term

Language classes:	22 April-12 July
End-of-term examinations:	15-19 July

2013 fall term

Language classes:	9 September-29 November
End-of-term examinations:	2-6 December

II. Types of language courses

5. To help staff develop proficiency in a language, three types of language courses are offered each term: regular, accelerated and special.

Regular courses

6. Regular courses range from level 1 (beginner) to level 8 or 9 (advanced), depending on the language. The courses focus on all language skills — speaking, listening, writing, reading and interacting — and aim to develop both fluency and accuracy.

7. Regular courses meet for a total of three to four hours per week for 12 weeks, depending on the language and level. Each lesson may last one, one and a half or two hours several times a week. Courses may be offered at the following times:

Before work: at approximately 8.30 a.m.

At lunch hour: beginning at 12, 12.30, 1, 1.30 and 2 p.m.

After work: beginning around 5.30 p.m. (6 p.m. during the main part of the General Assembly session).

Accelerated courses

8. Accelerated intensive courses may be offered as an alternative to the regular programme. As an example, accelerated classes may be offered four days a week from 8.20 to 9.30 a.m. This option is not available in all languages or at all levels.

Special courses

9. In response to students' interests and needs, the Language and Communications Programme offers special courses that focus on a particular language skill, task or topic. These courses may meet for only one or two hours per week and may last fewer than 12 weeks.

III. Registration

Eligibility

10. Internal learners are United Nations staff members at all levels at Headquarters with a valid United Nations grounds pass and appointment through the end of the

term.[1] They may register for language courses free of charge and are responsible for purchasing any required textbooks or materials.

11. External learners are all other applicants, including retirees, staff from United Nations funds and programmes and delegates of Permanent Missions to the United Nations. They may be eligible to take language courses, either free of charge or for a fee, as long as they have a valid United Nations grounds pass through the end of the term for which they register.[1] Information on eligibility is available on the Language and Communications Programme registration page at www.un.org/staffdevelopment/lcp.

Priority

12. Registration applications are processed according to certain priorities (see paras. 3 and 4 of the annex to the present circular) on a first-come, first-served basis. The number of students admissible in each class is limited, and interested students should therefore register early. Once a course is full, subsequent applicants are placed on a waiting list.

Dates

13. Those eligible to take language classes may register in 2013 as follows:

2013 spring term

From 4 March 2013: Registration opens for placement tests

From 6 April 2013: Registration opens for all courses

16 April: priority ends for returning students in regular courses

26 April: last day of registration for all 12-week spring courses

2013 fall term

From 17 June 2013: Registration opens for placement tests

From 23 July 2013: Registration opens for all courses

28 August: priority ends for returning students in regular courses

13 September: last day of registration for all 12-week fall courses

14. The deadline for registration is always the last day of the first week of a course regardless of its duration and regardless of the day of the week the course starts. However, a language coordinator may decide to close registration for a course earlier when the maximum number of students allowed has been reached. If the beginning of a course is postponed, the registration deadline for that course may be postponed as well, depending on the number of students already enrolled.

[1] Students whose grounds pass expires before the end of the forthcoming term are requested to provide a letter from their supervisor or the Executive Office indicating that their contract will be extended until the end of the term. The letter must be attached to the registration request in Inspira.

Course schedules

15. Students can search for language courses online by accessing the "my learning" page after they log in at https://inspira.un.org. See the annex for details.

Course or registration cancellation

16. A course that does not have the minimum number of students required may be cancelled before the beginning of a term. In such cases, students are notified in advance by the appropriate language coordinator.

17. Students have the option to cancel their registration before the term begins or at the beginning of the term. See the annex for details and applicable administrative fees in case of cancellation.

Procedures

18. Registration and registration-related correspondence for language classes and placement tests at Headquarters must be completed at https://inspira.un.org. No in-person registration is available.

19. The access to Inspira and the registration process are different for internal and external learners. See the annex for details.

Placement exams

20. A student must take a placement exam for a language if he or she is:

(a) A non-native speaker who is new to the programme and who has some knowledge of the language. Only beginners may enrol directly in level 1;

(b) A returning student who has not taken a course in that language in the programme for two consecutive terms or more.

21. Placement exam results are valid for two terms following the date of placement at a course level. The results of the exams will be available in Inspira (under "my learning"), and students shall register in the course level corresponding to their placement results. See the annex for details.

Maximum number of enrolments per term

22. To ensure the most effective language learning possible, the Language and Communications Programme encourages students to focus on one language at a time.

23. Students can register for up to two 12-week courses per term in up to two languages:

(a) Either one level course and one special course;

(b) Or two special courses.

24. Prior authorization from the head of the Language and Communications Programme is required to register within the same term for:

(a) Two level courses; or

(b) More than two 12-week courses (two 6-week courses may be considered equivalent to one 12-week course).

25. Work-related justifications for enrolment in multiple courses will be given priority consideration. Requests for more than one lunchtime course per day require prior approval from both the student's supervisor and the head of the Language and Communications Programme. Enrolment in multiple courses scheduled for the same or overlapping times is not possible.

26. Students are encouraged to complete all level courses in one language before taking a level course in another language.

Confirmation of enrolment

27. When enrolled, students receive a confirmation e-mail with all course details. **Only enrolled students are admitted into the course.** Students are responsible for updating their contact information in Inspira.

28. Students must enter the Inspira system regularly to check for updated notifications. See the annex for details.

Cancellation of enrolment

29. Cancellation deadlines depend on the type of language course and are indicated in the details of each course in Inspira. See the annex for details and applicable administrative fees.

Late arrival

30. No student may join a course:

(a) After the end of the first week of:

(i) A level 1 course;

(ii) An accelerated course;

(iii) A special course whose duration is less than 12 weeks;

(b) After the end of the second week of other courses.

See the annex for details.

Attendance and punctuality

31. Individual students are responsible for their attendance. They are expected to attend class on a regular basis and to complete the course assignments. Penalty fees may apply to students who fail a course if they have low attendance. See the annex for details.

32. In all cases, students are requested to inform their teacher in advance about late arrivals, early departures or absences. Teachers are under no obligation to provide any opportunity for students to make up work missed, especially when students have not given any prior notice.

Absenteeism and penalty fees

33. The incomplete attendance fee is billed only for one course even if the student is taking multiple courses. The penalty fee for both no-show and incomplete attendance is $100. This fee will be increased to $125 beginning in April 2013. See the annex for details.

34. Students may be charged both an incomplete attendance fee and a no-show fee for two separate courses per term.

No-show fee

35. The no-show fee is payable by students (except paying students) in all types of courses (regular, accelerated or special) when they registered for a class but did not attend and did not cancel their registration (through Inspira by the designated deadline) before classes began.

Incomplete attendance fee

36. The incomplete attendance fee is payable by students (except paying students) in all types of courses (regular, accelerated or special), unless otherwise authorized or waived, when

(a) They registered for a course but did not attend at least 75 per cent of the classes (regular and accelerated courses) and they failed the end-of-term examination; or

(b) They did not attend at least 65 per cent of the classes if it was a special course; or

(c) They did not take the end-of-term examination, even though they had good attendance and informed their teacher or coordinator in advance.

Penalty fee waiver

37. Both the no-show fee and the incomplete attendance fee are automatically waived if students leave a gap of two terms before returning to the language programme (in that case, students will be required to take a placement exam again). See the annex for details.

38. Students who owe an incomplete attendance fee and wish to register in one of the next two terms can request a waiver if they provide written justification such as medical or work-related reasons. Students must attach any related documents that may justify a waiver to their registration request in Inspira. Please note that any waiver request submitted in person or sent by e-mail will not be accepted.

Paying students

39. Fees for each course are based on the number of hours of lessons as follows:

72 hours (e.g. 6 hours per week for 12 weeks), $600

60 hours (e.g. 5 hours per week for 12 weeks), $550

48 hours (e.g. 4 hours per week for 12 weeks), $500

36 hours (e.g. 3 hours per week for 12 weeks), $450

30 hours (e.g. 2 hours and 30 minutes per week for 12 weeks), $400

24 hours (e.g. 2 hours per week for 12 weeks), $300

16-18 hours (e.g. 1 hour and 30 minutes per week for 12 weeks), $200

12 hours (e.g. 1 hour per week for 12 weeks), $150

6-8 hours (e.g. 1 hour per week for 6 weeks), $100

40. For some courses, United Nations official holidays may affect the total number of hours.

41. Unless students have a credit balance from one of the two previous terms (see below), proof of payment must be submitted with the registration request in Inspira. Students will not be able to register without providing proof of payment.

42. Payments due at the time of registration may include new fees for courses in the forthcoming term and outstanding fees due from any previous terms.

43. Paying students are not subject to penalty fees because they are required to pay full tuition upon registration. They must pay in full to repeat a course whatever the attendance situation. Neither a refund nor a credit for future terms will be issued.

Forms of payment

44. All paying students must make their payments at the Cashier's Office, located on the 20th floor of the Secretariat Building, between 10 a.m. and 3.30 p.m. Monday through Friday. The Cashier's Office accepts only cash or cheque (payable to the United Nations) as payment. Credit cards are not accepted. Students must note that payment is for the Language and Communications Programme. Students receive a proof of payment, which they must upload to their registration request in Inspira.

IV. Communications skills training

45. Communications skills training aims to improve work-related writing and presentation skills in the working languages of the Organization, namely English and French. This responds to the recommendations of the Secretary-General on the implementation of the strategy for managing the Organization's human resources and other human resources management issues (see A/59/263).

46. Descriptions of the courses are provided in the Staff Development Programme booklet and on the Language and Communications Programme website at www.un.org/depts/OHRM/sds/lcp.

Eligibility

47. To participate in the communications skills training, students must have a high level of proficiency in the language and have work duties that allow him or her to immediately apply what they are learning. For example, to participate in a course on the principles of report writing, one must currently write United Nations reports.

Scheduling

48. Please note that writing courses may include a blend of both group lessons and individual tutoring sessions with the instructor.

49. Communications skills training may take place outside of the schedule for regular courses.

Department-requested training

50. Departments of the United Nations Secretariat with staff who perform writing or speaking tasks that are linked to specialized fields (such as economics, accounting, security, peacekeeping, international law or human rights) and that differ from those of other United Nations staff owing to specific guidelines, templates or other considerations can request the Language and Communications Programme to assist with the development of specialized work-related training. Financial participation from the requesting departments may be required. Further information can be obtained by contacting the coordinator of the relevant language programme.

V. Additional information

Participants in lunchtime courses

51. Staff members in New York are entitled to a one-hour lunch break, starting not earlier than 11.30 a.m. and ending not later than 3 p.m. The lunch break may be used for in-house training opportunities (e.g. a 60-minute language class).

Course materials

52. Course participants are responsible for purchasing any textbooks or other course materials, as instructed by the teacher or coordinator during the first week of the term. Required textbooks may be available for purchase under special arrangements with vendors or in the United Nations bookshop, located in room GA-032A in the General Assembly Building.

Assessment of learning

Regular and accelerated courses

53. End-of-term examinations or alternative forms of assessment of learning (such as continuous evaluation) are an integral and mandatory part of the regular and accelerated courses of the Language and Communications Programme. Students who do not take the form of assessment required to validate their level in a given course, even if they come to class on a regular basis within the term, will be subject to an incomplete attendance fee if they register for any language course in one of the next two terms. However, students may submit in advance an adequate written explanation to the appropriate coordinator if they are unable to undertake the assessment. The coordinator will then determine whether the work-related or unexpected reasons provided justify a make-up assessment or examination.

54. The dates and venues for the exams are made known at least two weeks in advance. End-of-term examinations are given after the last week of classes for regular and accelerated courses. On the date of the examination or the course assessment, students are advised to come at least 10 to 15 minutes earlier than the appointed time. No extra time will be given to latecomers at the end of the scheduled examination period.

55. To advance to the next level, students must pass both the written and oral components of the end-of-term examination (the minimum passing score is 65 points out of 100), or a continuous evaluation if offered. Participants who fail the examination may arrange to have a general discussion of the results by making an appointment with the appropriate language coordinator no later than two weeks after the end of term.

56. Students who choose to repeat a level without taking the final examination or an alternative form of assessment will be subject to an incomplete attendance fee.

57. Students who pass a level but choose to repeat it should inform their teacher or the appropriate coordinator accordingly at the end of the course period. Exceptions are granted for re-enrolment at the same level in the subsequent term only. Students will not be asked to take the final examination again and will be able to join the next level the following term without paying an incomplete attendance fee, unless the attendance requirement for the repeated course has not been met.

Special courses

58. The passing status of students registered in specialized courses is based on the level of attendance during the term (65 per cent minimum) and on evaluation criteria provided by the teacher at the beginning of the course. When the students pass, they may receive a special course grade and/or comments by the teacher.

Score reports

59. Results of course assessments will be posted and will be accessible to students in Inspira, from where they can print their score report.

Language proficiency examination

60. The United Nations language proficiency examination, administered by the Examination and Tests Section, is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the highest level of Language and Communications Programme regular courses in a language and by staff members who have achieved proficiency by other means. To find out more about the examination and how to apply to take the exam, students may go to www.un.org/exam/lpe.

VI. Enquiries

61. For general enquiries and information, students may contact the Language and Communications Programme:

(a) In person, Monday to Friday, at:

(i) The DC2 Building, room DC2-200 from 1 p.m. to 3 p.m.;

(ii) The North Lawn Building, room NL-2034B from 10 a.m. to 12 p.m.;

(b) By e-mail, to languages@un.org;

(c) By phone, to Ms. Maria Catherina David-Dakay (Human Resources Assistant) or Mr. Joseph Vukas (Staff Development Assistant), at 917 367 2623.

62. For pedagogical enquiries or to arrange appointments, please contact:

Arabic Programme Coordinator: Ms. Samia Montasser, 212 963 9506

Chinese Programme Supervisor: Mr. Yong Ho, 212 963 2481

English Programme Coordinator: Ms. Kathryn Good, 212 963 3820

French Programme Coordinator: Mr. Jérôme Quentin, 917 367 2693

Russian Programme Supervisor: Ms. Alla Padalka, 212 963 7063

Spanish Programme Coordinator: Mr. Felipe Martín Sarachaga, 212 963 3329

63. For additional enquiries, contact:

Mr. Javier Zanon, Head of the Language and Communications Programme (zanon@un.org).

Annex

Additional information on the Language and Communications Programme based on the learning management system and Inspira: related issues

Role of the supervisor

1. Students are encouraged to discuss with their supervisor any plan to take language classes in the programme, to agree on a learning plan before submitting their registration.

2. Supervisors, taking into consideration the exigencies of service and the requests received from other staff members, are encouraged to consider approving requests for participation in lunchtime classes scheduled for more than 60 minutes as well as granting additional time to commute from the office to the location of the language class and to take 20 minutes for a quick meal before or after a language class. Staff members are requested to make arrangements, in collaboration with their supervisor, to compensate for time spent away from the office, beyond the traditional lunch break, to take part in a language training session.

Priority

3. Continuing students are given priority to register for the following term of a level course, to ensure that they can continue their studies (provided that they submit their registration before the deadlines and provide all required documentation, including payment of fees, if applicable).

4. When the number of registration applications for a special course is higher than the maximum allowed, priority is given to students who have not taken the course during the two previous terms.

Course schedules

5. Students can search for language courses online by accessing the "my learning" page after they log in at http ://inspira.un.org.

6. They can select the language and type of course they are interested in. A detailed description of the course is provided and includes, in particular, course objectives, prerequisites, names of teachers, location, days, hours, number of places available, and price per place (for eligible external learners).

7. Any change in the course details is reflected immediately in Inspira.

Course cancellations

8. A course that does not have the minimum number of students required may be cancelled before the beginning of a term and:

(a) Until the end of the second week of the course for all 12-week courses except level 1 and accelerated courses;

(b) Until the end of the first week of the course for other 12-week courses (level 1 and accelerated courses) and for special courses whose duration is less than 12 weeks.

Registration procedures

General information

9. Registration and registration-related correspondence for language classes and placement tests at Headquarters must be completed at https://inspira.un.org. No other means of registration is available.

10. The access to Inspira and the registration process are different for internal and external learners (see paras. 10 and 11 above). Internal learners can log in to Inspira using their index number. External learners must first register and create a login account. Technical assistance is provided at https://inspira.un.org through the "contact us" link. Detailed registration guidelines are available online from http://www.un.org/staffdevelopment/lcp.

11. Students are responsible for reading all registration guidelines, rules and policies in the present circular.

12. Prior to submitting their registration, students should take into consideration their work schedule, their status (internal/external learner, paying student/free of charge) and their previous experience with the Language and Communications Programme at Headquarters in the language for which they want to register (courses already completed, outstanding fees).

13. Students cannot request registration in two sections of the same course (same level and/or same content but at different times or different days) within the same term.

14. Submission of registration does not guarantee enrolment in a course. Failure to select courses with meeting times that do not overlap, to attach required documents, to meet eligibility criteria or to provide more information when requested may result in registration being delayed or rejected.

Placement exams

15. A student must take a placement exam for a language if he or she is a returning student who has not taken a course in that language in the programme for two consecutive terms or more.

16. Students who can provide proof of very high proficiency in a language may contact the coordinator of that language to request a written waiver of the requirement to take a placement exam; they must attach the waiver at the time of their registration in Inspira.

17. Students enrolled in a level course who miss or fail their end-of-term exam (or any alternative form of course assessment) cannot request to take a placement exam instead. They must reregister in the same level for any of the two subsequent terms.

Confirmation of enrolment

18. Due to consideration of priority placement, room availability and required last-minute changes, enrolment can be confirmed only at the end of the week preceding the beginning of a term.

19. When enrolled, students receive a confirmation e-mail with all course details. **Only enrolled students are admitted into the course.** Students are responsible for updating their contact information in Inspira.

20. Students must enter the Inspira system regularly to check for updated notifications. The status of enrolled students appears as "enrolled". When the status appears as "action requested", students are advised to read the comments provided and to take the appropriate action before registration deadlines.

21. When a course is cancelled, enrolled students are notified in advance by the appropriate language coordinator. The students may enrol in another similar course and the previous registration will be transferred accordingly.

Cancellation/change of enrolment by the student

22. To avoid paying a penalty fee, students are advised to cancel their registration:

(a) Before the end of the first week of:

(i) A level 1 course;

(ii) An accelerated course;

(iii) A special course whose duration is less than 12 weeks;

(b) Before the end of the second week of:

(i) A level 2 to 9 course;

(ii) A 12-week special course.

23. Since students are responsible for their own registration, the opportunities to change a course or level after enrolment are very limited. Students must first contact the appropriate language coordinator by e-mail and provide a work-related or medical reason.

24. If approved, changes in registration can be made only by the language administrators:

(a) Before the end of the first week of a level 1 course, an accelerated course or a special course whose duration is less than 12 weeks;

(b) Before the end of the second week of the other courses.

25. Any change of level or course is final.

26. After a cancellation or change of course or level by an enrolled student, a waitlisted student can be added to the class list. It is the responsibility of the students to verify their enrolment status in Inspira on a regular basis and, once enrolled, to catch up on the course contents and assignments. They will be considered as absent for the classes missed when they were on the waitlist. However, if their work schedule has changed or they consider that they cannot catch up with the course contents, waitlisted students may still cancel their enrolment with no penalties before the cancellation deadlines. The classes missed while on the waitlist will not be considered for the attendance requirements when determining any penalties.

Late arrival

27. Enrolled students who are unable to attend the first few days of class are advised to cancel their registration as soon as possible in order for other students to attend courses from the first day.

28. Students may inform their teacher or the appropriate language coordinator of their late arrival during the second week of the course at the latest (except for level 1 courses, accelerated courses or special courses whose duration is less than 12 weeks); however, the teacher or the appropriate language coordinator may reserve the right to refuse and may inform students that their enrolment is cancelled.

29. Even if students inform their teacher or the appropriate language coordinator of their late arrival, they will be considered absent for all the classes missed.

Punctuality

30. Punctuality of teachers and students is an important part of the learning programme and demonstrates students' and teachers' respect for one another. Students are expected to be present throughout the entire class, including the first 15 to 20 minutes of a class when language is introduced and explained and the last 15 to 20 minutes when language tasks are summarized and homework is provided. Students who regularly disregard the expectation of punctual attendance and class participation may, at the discretion of the Language and Communications Programme, be marked absent for the entire class and/or forfeit their priority registration for the following term.

Absenteeism and penalty fees

No-show fee

31. The no-show fee is payable by students (except paying students) in all types of courses (regular, accelerated or special) when they wish to register for a course but were enrolled in a course in one or both of the two previous terms and:

(a) They did not attend any class in that course, and;

(b) They did not cancel their registration in due time, and;

(c) They did not, before or within the first week of classes (regardless of when their course started in the term), inform their teacher or the appropriate language coordinator by e-mail of their planned absence.

32. The no-show fee is charged only once per student per term, even if it may apply to more than one course in which the student was enrolled.

33. The no-show fee of $100 will increase to $125 beginning in April 2013. For payment particulars, see paragraph 44 of the circular.

Incomplete attendance fee

34. The incomplete attendance fee is payable by students (except paying students) in all types of courses (regular, accelerated or special) when they wish to register for a course but were enrolled in a course in one or both of the two previous terms, and:

(a) They attended less than 75 per cent of the classes for that course (65 per cent if it was a special course) and, in the case of regular and accelerated courses, they failed the end-of-term examination;

(b) They did not take the end-of-term examination, even though they had good attendance and even if they informed their teacher or coordinator in advance.

35. The incomplete attendance fee is charged only once per student per term, even if it may apply to more than one course.

36. The incomplete attendance fee of $100 will increase to $125 beginning in April 2013. For payment particulars, see paragraph 44 of the circular.

37. Students may be charged both an incomplete attendance fee and a no-show fee for two separate courses per term.

Penalty fee waiver

38. Both the no-show fee and the incomplete attendance fee are automatically waived if students leave a gap of two terms before returning to the language programme (in that case, students will be required to take a placement exam again).

39. Students who owe a no-show fee and wish to register in one of the next two terms cannot request a waiver for any reason since their failure to provide notification of their absence prevented the coordinators from contacting waitlisted students.

40. Students who owe an incomplete attendance fee and wish to register in one of the next two terms can request a waiver if they provide any of the following:

(a) A sick leave certificate;

(b) A copy of a mission assignment that they were not aware of at registration time (certification from the supervisor may be required);

(c) An official letter or e-mail from a supervisor (clearly indicating the supervisor's title and contact information; notes verbales are not accepted) explaining that the student had a change in work assignments that interfered with his/her ability to attend class.

41. All waiver requests, for all courses within the same term to which they may apply, must cover the entire period of absence in the case of consecutive absences (namely, mission, sick leave, etc.) or should provide a detailed explanation in the case of several non-consecutive absences (namely, change in work assignments, sick leave, etc.).

42. Students must attach any related documents that may justify a waiver to their registration request in Inspira. Any waiver request submitted in person or sent by e-mail will not be accepted.

United Nations ST/IC/2013/13

Secretariat

18 April 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Health and Life Insurance Committee**

1. On the recommendation of the Joint Negotiation Committee, the staff members who are listed below have been designated to serve on the Health and Life Insurance Committee:

Chair: Dianne Fairweather

Members representing the Secretary-General:

Joan Ampah
Mary Dellar
Leah Semguruka

Members representing the staff:

Guy Candusso
Robin Della Rocca
Michael Zilberg

Members ex officio:

Michael Rowell, Senior Medical Officer
Christophe Monier, Chief, Insurance and Disbursement Service

Secretary: Mario Tuason

Alternate Secretary: Elma Addy

2. In accordance with Secretary-General's Bulletin ST/SGB/275, the United Nations Development Programme, the United Nations Children's Fund and the Association of Former International Civil Servants may be represented by up to two observers each at the Committee's meetings.

3. All communications should be addressed to the Secretary of the Committee.

---

* The present circular, which cancels and supersedes ST/IC/1993/18 dated 25 March 1993, will be in effect until further notice.

13-29762 (E) 240413

Please recycle

United Nations ST/IC/2013/14

Secretariat

19 April 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Education grant and special education grant for disabled children**

1. The purpose of the present circular is to advise staff members of the decision of the General Assembly, in its resolution 67/257, to approve increases in:

(a) The level of maximum admissible expenses and maximum reimbursement levels in the following 12 countries/currency areas: Austria (euro), Belgium (euro), France (euro), Germany (euro), Italy (euro), the Netherlands (euro), Spain (euro), Denmark (Danish krone), Switzerland (Swiss franc), the United Kingdom of Great Britain and Northern Ireland (pound sterling), United States dollar in the United States of America, and United States dollar area outside the United States of America;

(b) The flat sum for boarding costs applicable for staff at designated duty stations under the education grant system except for Switzerland.

2. The General Assembly decided also that:

(a) The maximum admissible expenses and the maximum education grant for Ireland, Japan and Sweden should remain at the current levels;

(b) The special measures for China, Hungary, Indonesia and the Russian Federation as well as for the eight specific schools in France listed in footnote (a) of the table in the annex to the present circular should be maintained. These measures allow organizations to reimburse 75 per cent of actual expenses up to and not exceeding the maximum expenditure level in force for the United States dollar in the United States of America;

(c) The special measures for Romania should be discontinued;

(d) Special measures have been introduced in Thailand and for the American Cooperative School in Tunis (Tunisia), and the American International School of Johannesburg (South Africa).

3. The present circular supersedes information circular ST/IC/2011/8 of 28 March 2011.

4. The revised amounts reflected in the table in the annex are effective as from the school year in progress on 1 January 2013.

* The present circular will be in effect until further notice.

13-30266 (E) 240413

Please recycle

Annex

Education grant entitlements applicable in cases where educational expenses are incurred in the currencies stated below

(Effective as from the school year in progress on 1 January 2013)

	(1)	(2)	(3)	(4)	(5)	(6)
Currency	*Maximum amount admissible educational expenses and maximum grant for disabled children*	*Maximum education grant*	*Normal flat rate when boarding not provided*	*Additional flat rate for boarding (at designated duty stations)*	*Maximum grant for staff members serving at designated duty stations*	*Calculation for maximum admissible educational expenses (attendance only)*
Euro						
Austria	18 240	13 680	3 882	5 824	19 504	13 064
Belgium	16 014	12 011	3 647	5 470	17 481	11 151
France[a]	11 497	9 623	3 127	4 691	13 314	7 328
Germany	20 130	15 098	4 322	6 484	21 582	14 367
Ireland	17 045	12 784	3 147	4 721	17 505	12 849
Italy	21 601	16 201	3 223	4 836	21 037	17 304
Netherlands	18 037	13 528	3 993	5 990	19 518	12 713
Spain	17 153	12 864	3 198	4 797	17 661	12 889
Danish krone	122 525	91 894	28 089	42 134	134 028	85 073
Japanese yen	2 324 131	1 743 098	609 526	914 290	2 657 388	1 511 430
Swedish krona	157 950	118 462	26 219	39 328	157 790	122 991
Swiss franc	32 932	24 699	5 540	8 310	33 009	25 545
Pound sterling	25 864	19 398	3 821	5 731	25 129	20 769
United States dollar (in the United States of America)[b]	45 586	34 190	6 265	9 399	43 589	37 233
United States dollar (outside the United States of America)	21 428	16 071	3 823	5 735	21 806	16 331

[a] Except for the following schools, where the United States dollars at the United States levels will be applied: American School of Paris, American University of Paris, British School of Paris, European Management School of Lyon, International School of Paris, Marymount International School, Paris, École Active Bilingue Victor Hugo and École Active Bilingue Jeannine Manuel.

[b] Also applies, as a special measure, for China, Hungary, Indonesia, the Russian Federation and Thailand; for the American Cooperative School in Tunis (Tunisia); and for the American International School of Johannesburg (South Africa).